**ACC Meeting Name:**  
**Office of Institutional Effectiveness and Accountability**

<table>
<thead>
<tr>
<th>Date:</th>
<th>June 29, 2006</th>
<th>Time:</th>
<th>9:30</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair:</td>
<td>Soon Merz</td>
<td>Location:</td>
<td>HBC 603.0</td>
<td></td>
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<tr>
<td>Attendees:</td>
<td>Soon, Ziv, Connie, Charlene, Annette, Alice, Roslyn and Jim.</td>
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### Minutes

**Agenda Item:** Review of Minutes  
**Presenter:** Soon

**Discussion:**  
Review of May 25 meeting minutes.

**Decision/Actions:**  
- The Minutes for May 25 were approved with changes.
- Make font uniform throughout the minutes and correct spelling in “Annette”.
- The Agenda will be changed as follow:
  - Old Business
  - Review of Minutes
  - Review Outstanding Items

**Follow-Up items:**

<table>
<thead>
<tr>
<th>Agenda Item:</th>
<th>IPEDS Update</th>
<th>Person responsible:</th>
<th>Presenter:</th>
</tr>
</thead>
</table>
| Discussion:  | The IPEDS website has a number of changes.  
- Tools site changes.  
- Analysis tools are changing. |
| Decision/Actions: | Soon will give staff a presentation on the changes. |
| Follow-Up items: | Staff presentation of IPEDS website changes | Person responsible: Soon |

<table>
<thead>
<tr>
<th>Agenda Item:</th>
<th>Staff Evaluations</th>
<th>Person responsible:</th>
<th>Presenter:</th>
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</thead>
<tbody>
<tr>
<td>Discussion:</td>
<td>Staff members discussed staff evaluations.</td>
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</table>
| Decision/Actions: | Soon asked OIEA staff to complete a self-evaluation located on the HR web page under PEP.  
Soon asked everyone to think about future goals. |
| Follow-Up items: | | Person responsible: |

<table>
<thead>
<tr>
<th>Agenda Item:</th>
<th>Creation of New DR Database</th>
<th>Person responsible:</th>
<th>Presenter:</th>
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<tbody>
<tr>
<td>Discussion:</td>
<td>Connie gave a presentation of RFS system. A discussion by OIEA staff followed.</td>
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</table>
| Decision/Actions: | Clone the existing RFS system that IT utilizes.  
**Follow-Up items:** Contact IT to establish a timeframe for implementation. |

Person responsible: Connie
Agenda Item: Q Drive  Presenter: Jim

Discussion:
Staff members discussed restructuring the Q drive.

Decision/Actions:
• Roslyn to look at the New Staff Orientation item (Q:/Admin).
• Roslyn and Alice to look at OIE folder.
• Jim to look at Q:/Data Census_US.
• Annette to look at Q:/Data/THECB_Tracking.
• Charlene to look at Data/IPEDS.
• Jim to look at GIS_Data folder.
• Roslyn will look at Q:/Projects/Effectiveness folder.
• Charlene to look at Q:/Projects/Kansas Study.
• Annette to look at Q:/SAS_PGMS.
• Ziv to look at Q:/Vinger.
• All look at workspace folders.

Follow-Up items:  Person responsible:
Alice will setup meeting to discuss DR Database folders.  Alice
Everyone was reminded to update the projects calendar.  All

Agenda Item: Staff Updates  Presenter: Soon
Discussion: Postponed.

Next Meeting Date: July 13, 2006  Time: 9:30  Location: 603.0

Other Information